

DIARY
Exec. Officer (Admin) DD/I

Tuesday, 10 February 1953

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1. Secured [redacted]'s approval of the revision of the DCI memorandum to the Deputy Directors regarding review of the 1954 budget requirements and referred it to DD/A for coordination with DD/P.

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2. Met with [redacted] and concurred in the proposed budget forms to be completed by our offices in connection with the budget review. There will be three simple forms to be prepared on an office summary basis only, covering positions, obligations, and construction projects.

3. Discussed with each of the offices the plans for implementing the budget review and requested that no specific action be taken until budget forms were available and a meeting was held to discuss completion.

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[redacted]